

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2019 DEC -9 PM 2:22

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)
International Committee of the Red Cross

Private Sponsor(s) (list all): _____

October 6-12, 2019

Travel date(s): _____

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$1024.14	\$383.15	\$153.00	

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

CD Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

CD Meeting with Vice-Minister of Defense, Visited a Hospital, Prison El Buen Pastor, Meeting with Catholic Priest assisting migrants, Meeting local community leaders, Met Unit for Comprehensive Care and Reparation for Victims, a Colombian Government agency

CD 12/5/19 (Date) Viviana Bravo (Printed name of traveler) [Signature] (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

(Date) [Signature] (Signature of Supervising Senator/Officer)



Working in Colombia since 1969, the International Committee of the Red Cross strives to protect and assist victims of armed conflict, to secure greater compliance with international humanitarian law (IHL) by all weapon bearers, and to promote integration of IHL into the armed forces' doctrine, training, and operations. In addition, ICRC has access to and visits security detainees, assisting authorities in addressing systemic issues affecting the penitentiary system. ICRC supports efforts to address the needs of families of missing persons, provides aid to violence-affected people, and helps ensure access to health care, including for IDPs, migrants, and populations in rural areas. ICRC runs a comprehensive landmine-action program. Finally, ICRC works closely with the Colombian Red Cross and other Movement components.

ARRIVAL IN BOGOTÁ

16:45 (EDT)	Depart Miami (MIA) on Avianca 127
19:00 (COT)	Arrive at Bogotá El Dorado Airport
19:40 - 20:00	Received at airport with rest of group by ICRC Bogotá Representative Marco Suárez
20:00 - 20:15	Transfer by ICRC vehicles to the El Dorado Hotel (Calle 95 No. 13 - 66 Bogotá, 110221)
20:15 - 20:30	Check in at hotel, drop luggage in rooms
20:30 - 22:00	Welcome dinner at hotel with ICRC Management Staff
RON	El Dorado Hotel

WELCOME, BRIEFINGS, VISIT TO PRISON, SOACHA

07:00 - 09:30	Breakfast and general briefing at hotel by senior ICRC staff (Head of Delegation Christoph Harnisch and his two deputies, Xavier de Collard Macquerh and Mulan Giovannini) regarding program, security, and ICRC Colombia Delegation's priorities for 2019
09:30 - 09:40	Briefing by ICRC detention Team
09:40 - 10:00	Transfer by ICRC vehicles to penitentiary facility El Buen Pastor, Bogotá
10:00 - 15:00	Prison visit to El Buen Pastor penitentiary for female detainees, working lunch (provided by ICRC), and exchange/discussion with prison administration and ICRC detention team on challenges faced by detainees and the Colombian Prison Administration and ICRC's structural approach in support of Colombian authorities
15:00 - 16:00	Transfer by ICRC vehicles to Soacha (Bogotá)
16:00 - 17:00	Visit the office of, and meet with, a Catholic priest with whom ICRC partners to support migrants and displaced persons in Soacha, direct discussion with beneficiaries (migrants, displaced persons, and their families)
17:00 - 18:00	Transfer by ICRC vehicles to El Dorado Hotel (Calle 95 No. 13 - 66 Bogotá, 110221)
19:00 - 21:00	Dinner at hotel with senior ICRC staff (Head of Delegation Christoph Harnisch and his two deputies, Xavier de Collard Macquerh and Mulan Giovannini), discussion of and briefing regarding field trip itinerary for the remainder of the week
RON	El Dorado Hotel
	<i>*Recommend that staffers pre-complete hotel check out after dinner, due to early departure the following morning.</i>

FIELD TRIP TO IPIALES, VISIT COLOMBIA/ECUADOR BORDER, ICRC PROJECTS

04:30	Pick up at hotel <i>*To-go breakfast boxes to be arranged at hotel</i>
04:30 - 05:00	Transfer by ICRC vehicle to El Dorado Airport
06:00 - 07:31	Flight from Bogotá to Ipiales on Satena 8865
07:45 - 08:00	Transfer by ICRC vehicle to ICRC Ipiales Subdelegation Office
08:00 - 08:45	Briefing with Andy Nicolas Benhamou, ICRC Head of Operations Ipiales

(C)
CN
CN
CO
CT
CO
CO
CO
CO
CO
CO

09:00 - 10:45	Briefing with ICRC health team on context and activities within the department, visit to the "listening center" guided by ICRC health team, meeting with volunteers who support the center, visit to health project located in Red Cross facility, possible direct meetings with beneficiaries of health project
11:00 - 11:45	Briefing with key members of ICRC's missing persons team on the problem of missing persons in the Nariño Department and the functions and role of ICRC's relevant departmental entity, possible direct meetings with relatives of missing persons
12:00 - 13:00	Lunch at restaurant La Merced (Cra. 3 #8-82, Ipiales) with ICRC staff
13:30 - 14:00	Transfer by ICRC vehicles to Rumichaca Bridge (border of Colombia/Ecuador)
14:00 - 16:00	Rumichaca Bridge: visit to Colombian Red Cross/German Red Cross health project, meeting with volunteers of ICRC's restoring family links point, visit the Albergue "Son de los Pasto" located on the border and meeting with shelter coordinator. ICRC has supported this institution via different programs (water/habitation projects, economic security projects, restoring family links) and it is a place where visitors could find migrants and talk with them
16:00 - 16:30	Transfer by ICRC vehicles to Ipiales Red Cross Office
16:30 - 17:30	Meeting with beneficiaries of ICRC projects including victims of non-international armed conflict, migrants, victims of violence)
17:30 - 18:00	Transfer by ICRC vehicles to Hotel Amiraty (Cra. 5 No. 9 - 08, Ipiales, Nariño)
18:00 - 18:45	Check in at hotel
18:45 - 19:00	Transfer by ICRC vehicles to DaVinci Ristorante (Cra. 6a No. 2585, Ipiales, Nariño)
19:00 - 21:00	Dinner with ICRC staff
21:00 - 21:15	Transfer by ICRC vehicles to hotel
RON	Hotel Amiraty

WEDNESDAY, OCTOBER 9th, 2019

FIELD TRIP TO CALI, SANTANDER DE QUILICHAO, VISIT ICRC PROJECTS

06:30	Check out, breakfast, and transfer by ICRC vehicles to Ipiales airport
08:21 - 09:24	Flight from Ipiales to Cali on Satena 8655
10:00 - 11:30	Transfer by ICRC vehicles to Santander de Quilichao meeting location: Hotel Tierra de Oro (Cra. 13 No. 15-23, Santander de Quilichao, Cauca)
11:30 - 12:00	Briefing by ICRC Cali senior staff on content and activities included on day's itinerary
12:00 - 13:00	Meeting with Association of Indigenous Councils (ACIN) Human Rights Coordinator for North Cauca to discuss non-international armed conflict (NIAC)
13:00 - 14:00	Lunch at Hotel Tierra de Oro
14:00 - 15:00	Meeting with ICRC beneficiaries, including families of missing persons
15:00 - 15:45	Meeting with Union Municipal de Gestion de Riesgos (UM Colombian Red Cross, Fire Brigade, and Health Care) to discuss social protest, migration, and NIAC
16:00 - 18:00	Transfer by ICRC vehicles to Hotel Intercontinental (Avenida Colombia No. 2-72, Cali, 760044)
18:00 - 18:30	Check in at Hotel Intercontinental
18:30 - 19:30	Staff debrief and discussion with Mulan Giovannini, ICRC Colombia Deputy Head of Delegation
19:45 - 21:00	Dinner at hotel
RON	Hotel Intercontinental

**Recommend that staffers pre-complete hotel check out after dinner, due to early departure the following morning.*

THURSDAY, OCTOBER 10th, 2019

FIELD TRIP TO MEDELLIN, VISIT ICRC PROJECTS, RETURN TO BOGOTÁ

05:00 - 05:50	Transfer by ICRC vehicles to Cali airport
06:50 - 07:40	Flight from Cali to Medellin on Avianca 9760
08:00 - 08:45	Transfer by ICRC vehicles to Barrio Granizal, Bello
08:45 - 09:30	Briefing with ICRC Medellin staff on security and ICRC activities relating to urban violence
09:30 - 10:45	Meeting with community leaders from Granizal, discussion of situation in neighborhoods where they live and how the presence of an armed group/violence affects their daily lives, open Q+A with staff
10:45 - 11:45	Meeting and discussion with volunteers of the "Welcome House," a safe place where volunteers supported by the Church offer school tutoring, recreation, and sports activities after school to children of Granizal. The ICRC trained the volunteers to be able to orient themselves toward relevant institutions when they need help and to provide basic psychological first aid.
11:45 - 12:15	Transfer by ICRC vehicle to lunch site
12:15 - 14:00	Lunch at ICRC-supported local community kitchen which supports approximately 350 children. Migrants from Venezuela and women victims of the Colombian conflict will share the lunch and be available for discussion.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31

